AVIATION MANAGEMENT PLAN

.01 Purpose. This plan sets forth policy, procedures and guidance to implement the Aviation Management Program for _____. The pupose is to clarify and standardize aviation management procedures and operations for all employees.

.02 Mission Statement. This program provides safe and efficient aviation services to meet land management objectives. Utilization of technology, sound aviation management practices and highly trained/motivated personnel will reduce risk, loss, waste and expenditures.

.03 Authority. This plan is a supplement to the BIA Manual. As such, it conforms with all Bureau and Departmental aviation policy.

.04 Responsibility

A. Office of Aircraft Services (OAS). Responsible for all DOI aviation policy and performs aircraft contracting, technical inspections, procurement and payment administration. Provides Contracting Officers, Technical Specialists, Training Specialists and financial reports and services to DOI agencies.

B. BIA National Aviation Office (NAO). Responsible for aviation policy and leadership of the BIA Aviation Program.

C. National Aviation Program Manager. Responsible for all BIA aviation activities.

D. Regional Aviation Manager. Serves as the focal point for BIA aviation management matters at the regional level. Responsible for providing staff support and expertise to the Regional FMO's on all aviation issues. Provides expertise and oversight to all Field Office aviation operations, personnel and facilities. Develops and implements regional Aviation Management Plans and aircraft safety and accident prevention measures.

E. Agency Fire Management Officer. Each FMO also serves as the Field Aviation Manager responsible for ensuring aviation operations in their jurisdiction comply with DOI and Bureau policy and regulations. Manages the aviation management program to meet all Field Office program objectives. Develops assigned personnel to meet local aviation position requirements through training and experience. Responsible for developing, updating and implementing a Field Office Aviation Plan.

F. Aircraft Dispatchers. Logistics Coordinators and Lead Dispatchers normally fulfill aircraft dispatching duties. Responsible for procuring rental (BOA) aircraft for local administrative, fire and resource flights; ensuring that DOI/BIA/OMB requirements are met. Dispatches aircraft, provides flight following, initiates emergency/SAR procedures when necessary. Maintains documentation files on each flight, local aviation vendors, training and qualifications records, pilot flight/duty records, radio logs, etc; processes flight invoices. Completes Special Use Aviation Plans for special use flights and projects. Compiles annual Aviation Statistical Summary for assigned Field Offices. Develops and updates Aviation Incident/Accident Response Plan and Local Area Aerial Hazard Map annually. May serve as Project Inspector on aviation contracts.

G. Pilot. The pilot is in command of the aircraft at all times and is responsible for the safety of her/himself and all passengers. Provides safety briefings to passengers and files flight plans with FAA or agency. Completes load

calculations or weight and balance computations prior to flight. Must abide by FAA/DOI requirements specified in the contract or BOA. Completes flight invoices for services rendered. The pilot may terminate a flight at any time for safety reasons.

H. Aircraft Managers. Includes Helicopter and Single Engine Air Tanker (SEAT) Managers. Responsible for planning, coordinating and supervising aircraft operations according to DOI/BIA policy. Serves as Project Inspector to administer exclusive use, CWN or BOA aviation contracts in the field. Directs pilot and crews, conducts risk and hazard analysis, completes flight invoices, daily diaries and other documentation. Briefs aircrews, project leaders, passengers and the public.

.05 References

A. Title 14 CFR
B. Departmental Manual, Parts 112, 350-354
C. OAS Operational Procedures Memoranda (OPM's)
D. Office of Management and Budget (OMB) Circulars A-76, A-123, A-126
E. GSA Federal Property Management Regulation (FPMR) 101-37
F. Interagency Aviation Operational Guides (IHOG, IAG, AIG, ILOG, etc.)

.06 General Policy:

A. The highest priority in any aviation activity will be personal safety. Our philosophy is risk reduction, proactive mitigating controls and accident prevention.

B. Personnel performing aviation functions shall meet all qualification requirements of the DM and recognized BIA standards. Aviation personnel will be service oriented, exhibiting professionalism and integrity.

C. Individual development, employee wellness and Workforce Diversity will be emphasized at all levels of the Aviation Program.

D. The aviation organization will be developed and maintained to the most efficient level, commensurate with BIA aviation use.

E. Management has the responsibility and opportunity to enhance the aviation program through efficient aircraft utilization. Agency Offices are empowered to accomplish their mission without undue restriction, regulation or oversight.

F. Aviation Plans at the Agency level will not implement policy or procedures more restrictive than national policy, unless approved by the National Office.

.10 AIRCRAFT REQUESTS AND PROCUREMENT

.11 General. Flights on scheduled commercial airlines are initiated with GTRs through Administrative Assistants. ***All non- airline/scheduled commercial aircraft acquisition and procurement will be accomplished by designated and qualified Aviation Managers, Logistics Coordinators and Aircraft Dispatchers in respective BIA offices.***

.12 Aircraft Contracts**.** Aircraft services identified in the AWP to be accomplished within a specified timeframe and in excess of $25,000 require a formal aviation contract. Requests for contract services and submission of OAS-13 and OAS-13A (Airplane) or OAS-13H (Helicopter) are made to the Regional Aviation Manager. OAS will solicit and award the contract and assign a Contracting Officer (CO) and Technical Representative (COTR). will serve as the Contracting

Officer's Representative (COR) and delegate field administration of the contract to one or more Project Inspectors (PI).

.13 Aircraft Rentals/Charters. Procurement of aircraft for administrative flights, aviation projects, etc. (under $25,000) is accomplished through the OAS Basic Ordering Agreement (BOA). Requests for BOA aircraft are made **only** after airline services, contract aircraft and ground transportation have been determined to be unavailable or unfeasible

.14 Cooperator Aircraft. Use of State/Local government, Military or other federal agency aircraft by BIA employees may require prior inspection and approval by OAS. Proposed flights on these aircraft must be requested as described below. **Consultation with the Regional Aviation Manager is mandatory.**

.20 AVIATION OPERATIONS All aviation operations will be conducted in accordance with DM 351, OAS Handbooks, BIA Manuel and agency approved Operational Guides.

.21 General Use Flight. Point-to-point, charter and high level (above 500' AGL) reconnaissance are examples of General Use flights. Requirements:

A. Approved Aircraft Request

B. OAS approved pilot and aircraft, specific to mission

C. Passengers will be manifested and briefed on safety procedures

D. IFR, VFR and/or Agency flight plan & flight following

.22 Mission Flight. All flights where the purpose is to accomplish a task other than simple pt. to pt. travel. High level recon is a mission flight because the profile is not pt. to pt. and aerial observation will be performed. All Special Use flights are mission flights.

.23 Special Use Flight. Low-level (below 500' AGL), external loads and fire suppression missions are examples of Special Use flight (*see DM 351 1.7 for definitions*). Special Use flights are inherently higher risk and require the following procedures ***in addition to those listed above*:**

A. Personal Protective Equipment (PPE) is required by the pilot and all passengers (nomex or equivelent clothing, leather boots, nomex/leather gloves, aviators protective helmet *(see DM 351 1.7E and Aviation Life Support Equipment [ALSE] Handbook*).

B. Personnel/passengers operationally involved in Special Use missions must be adequately trained and qualified.

C. Agency flight following with 15 minute radio check-in intervals giving current location by coordinates or landmark, heading, intentions.

D. A Special Use Aviation Safety Plan (AZ 9400-2, Exhibit 2) will be developed to identify hazards and mitigate risk. Each plan will implement:

1. Aerial hazard analysis and mitigation measures, including coordination with military and other agencies to deconflict airspace.

2. An aerial hazard map of the flight route or project area will be reviewed by the pilot and Chief of Party prior to flight and posted in the Dispatch Office.

3. All Special Use passengers will be listed on the plan and pre-approved. Non-essential/unofficial passengers are not allowed.

.24 Flight Following. Flight following is the responsibility of the scheduling office until the flight is terminated or transferred through positive and documented hand-off to an enroute or receiving office. Flight following procedures, check-ins and actions will be documented on Radio Logs or other records. The Pilot-In-Command (PIC) is responsible for executing all flight plans. Deviations from flight plans are allowed only for weather or safety related reasons; the FAA or agency will be informed at the time of deviation. All flights will be flight followed utilizing one or more of the methods listed below.

A. An Instrument Flight Rules (IFR) flight plan filed with FAA, executed with radar and radio transmissions with an FAA facility. (pt. to pt.; admin flights)

B. A Visual Flight Rules (VFR) flight plan filed with FAA, executed with radio and/or telephone check-ins to an FAA facility. (pt. to pt.; admin flights)

C. A written Agency flight plan utilizing radio check-ins with Dispatch offices at 15 minute intervals. Each check-in will state current position, heading and intentions. When flying into known radio "dead spots", Dispatch will be informed of location and given an estimated time the aircraft will be out of contact. The aircraft will resume radio contact with Dispatch as soon as possible. Any flight will be terminated at the earliest opportunity without clear, positive radio contact. (Special Use or mission flights)

D. Satellite/electronic tracking systems that meet agency approval.

.25 Exemptions/Waivers.

A. Low-Level Flight. The DOI has been granted partial exemption by FAA from certain portions of FAR Part 91. (*refer to OAS Low-Level Flight Operations Guide*)

B. Transport of Hazardous Materials.DOI has been granted exemption by DOT for the transport of certain hazardous materials aboard aircraft. (*refer to OAS Aviation Transport of Hazardous Materials Handbook*)

.26 Law Enforcement Operations. Law Enforcement personnel often operate/cooperate with other agencies in their mission. This sometimes involves the use of State, local, military and other federal aircraft. The nature of law enforcement activities requires some deviations from normal aviation policy. These operations are authorized and outlined in written Memorandum of Understanding (MOU) between the cooperating agencies. Aviation Managers at the Regional Office and National Office will be notified/consulted prior to any law enforcement aviation activity.

.27 Passengers. A person aboard an aircraft who does not perform the function of a flight crewmember or aircrew member. Only "official passengers" are authorized on DOI owned/procured aircraft. Some official passengers must complete a release form, OAS-115, prior to flight. (*See DM 350 1.7*)

.28 Operational Procedures. Except where exempted, all aircraft operations will be carried out in accordance with Department, Bureau and FAA regulations. All employees involved in aircraft operations will be trained and fully qualified in their assigned position. The following handbooks and guides offer preferred technical and operational procedures that should be reviewed and utilized prior to a specific aviation operation or project.

A. OAS Handbooks

Aviation Life Support Equipment (ALSE), 351 DM 1
Aviation Mishap Notification/Investigation/Reporting, 352 DM 6
Aviation Fuel Handling, 351 DM 1
Aviation Transport of Hazardous Materials, 351 DM 1
Heliport Installation, 351 DM 1
Airfreight/Paracargo, 351 DM 1
Animal Gathering and Capturing, 351 DM 1
Animal Eradication and Tagging, 351 DM 1

B. OAS Operational Guides

Low-Level Flight Operations, 351 DM 1
Low-Level Flight Operations Pilot Training, 351 DM 1

C. BLM Operational Guides

Wild Horse and Burro Aviation Operations Guide

D. Interagency Operational Guides

Airtanker Base Operations Guide
Aerial Ignition Guide
Helicopter Rappel Guide
Helicopter Operations Guide (IHOG)
Air Tactical Group Supervisor Guide
Leadplane Operations Guide
Single Engine Airtanker Guide
Airspace Coordination Guide
Military Use Handbook (Chapter 70)

.30 AVIATION SAFETY AND ACCIDENT PREVENTION

.31 Pilot

A. Qualifications. Only well trained, experienced and FAA certified pilots will be utilized in program Aviation activities. All pilots flying DOI owned, leased, contracted or rented (BOA) or Cooperator aircraft will meet requirements set forth in 351 DM 3. Prior to flight a **current** OAS or Interagency Pilot Qualification Card (Exhibit 5) shall be displayed indicating that the pilot is certified to fly the particular aircraft and is qualified to perform the specific mission at hand. **If the card is not current, pilot is not checked off for the mission or some other problem arises, *the flight will not commence* until the local Aviation Manager is notified and the situation remedied.**

B. Flight and Duty Limitations. Pilot flight time and duty time limitations are outlined in DM 351 1.9B. Daily and cumulative flight and duty hours will be monitored, tracked and documented on all DOI fleet, BOA and contract pilots. Aircraft Managers, Pilots and/or Dispatchers will maintain flight and duty logs. SAFECOM reports, OAS-34 will be completed and forwarded on all flight and duty infractions. During periods of prolonged heavy aircraft use (intense fire activity) flight and duty may be further limited at management discretion.

C. Comfort/Rest. Every effort will be made to ensure that pilots on extended standby or prolonged, extensive flying periods are provided comfortable areas to rest/take breaks/work. This includes adequate shade/air conditioning/heat, toilet facilities, food and water and an atmosphere free of undue noise, activity and stress.

D. Sterile Cockpit. "Limiting communications and actions within the cockpit to only those required for safe maneuvering and traffic separation". This means communications with Dispatch, ground personnel and other aircraft concerning *mission* information is prohibited. Pilots will be afforded the opportunity to maneuver the aircraft safely at all times without undue physical or mental interference. This is especially important during approach/departure and take-off/landings. **A sterile cockpit will be maintained within 5 miles radius of controlled and uncontrolled airports.** A sterile cockpit will also be maintained during app/landing/TO/departure at remote helispots and airstrips for a time period specified by the pilot.

E. Transponder Code. To the extent possible, all aircraft engaged in fire suppression operations will utilize transponder code 1255.

.32 Aircraft Certification. Only aircraft properly equipped, well maintained and FAA/DOI certified will be utilized for BLM aviation missions. All DOI owned, leased, contracted or rented aircraft will be inspected and certified for intended missions under the appropriate CFR/FAR as outlined in 350-354 DM (this includes flights on Cooperator Aircraft).

A. BOA Point-to-Point/High Recon Flights: Vendor procured and operated aircraft (BOA) conducting only direct flights between airports carrying DOI passengers and/or cargo or conducting high-level reconnaissance (above 500' AGL). The FAA has primary responsibility for inspection of these aircraft and technical oversight of the vendor for compliance under CFR Part 135. A written notice issued by OAS or the USFS will be carried aboard the aircraft indicating that the vendor has a current and approved Basic Ordering Agreement (BOA). Although DOI/USFS has not inspected the aircraft, the notice verifies that the vendor is certified under Part 135. Aircraft without a current OAS/USFS notice should not be utilized.

B. Special Use Flights. DOI aircraft other than described in A above must have a current Aircraft Data Card (Exhibit 6) onboard issued by OAS or USFS. This card certifies that the aircraft has been inspected and approved by either OAS or USFS and meet all FAA and agency equipment and maintenance requirements. If the aircraft doesn't have a card, the card has expired or is not approved for the intended mission ***no flight should occur*.**

.33 Mission Planning. All flights will receive a level of planning and risk management commensurate with the complexity and risks involved with the proposed mission. The goal is to reduce personal exposure, reduce/mitigate risks and prevent accidents/incidents. The following are required:

A. All Flights.

Only essential flights and passengers approved (Mgt.)

Approved pilots and aircraft (Chief Of Party)

Flight Plans/Flight Following (pilot/Dispatch)

Preflight Inspection/Weight & Balance/Load Calc completed (Pilot)

Mission briefing to pilot and passengers (COP)

Passengers manifested and briefed on aircraft Safety (COP/pilot)

Safety equipment available and utilized (all)

B. Special Use Flights. (In addition to above)

Special Use Safety Plan Prepared (Av Mgr/Dispatch)

PPE used by pilot and passengers (COP)

Hazard analysis/mitigation performed (Av Mgr/Disp/Pilot)

Hazard map developed & referred to (Av Mgr/Disp/Pilot)

Airspace deconfliction performed (Disp)

.34 Environmental Factors

A. Daylight. All DOI aircraft (except aircraft certified for IFR and with IFR rated pilots) are limited to flight during the following time period: 30 min prior to official sunrise till 30 min after official sunset.

B. Wind. Helicopter operations will cease whenever wind exceeds limitations in the aircraft Operators Flight Manual. If no limitations are prescribed in the Flight Manual the following limitations apply:

Low-Level (below 500' AGL):

Type III - 30 knots or max gust spread of 15 knots

Type I & II - 40 knots or max gust spread of 15 knots

High-Level (above 500' AGL):

All types - 50 knot winds

C. Weather/Visibility. The pilot must evaluate known and predicted weather conditions prior to flight, avoid thunderstorms and cancel, postpone or terminate flights when weather or visibility conditions warrant it.

.35 Aviation Incident/Accident Response Plans. Field Offices will develop and maintain current Incident/Accident Response Plans for their area of responsibility. Plans will include clear procedures to follow before and after aircraft accidents occur; listing of necessary local, state and national emergency and agency aviation safety contacts.

.36 Overdue/Missing Aircraft. Aggressive attempts to contact/track aircraft that are overdue for radio/telephone check-ins or arrivals will be made by Dispatch offices. 60 minutes after the last positive check-in, if the aircraft has not been contacted or located, Dispatch will initiate search and rescue actions. Procedures will be outlined in the unit Incident/Accident Response Plan.

.37 Mishap Reporting. All aviation mishaps, hazards, maintenance deficiency, incidents or accidents will be reported according to 352 DM 1 & 6 and the OAS Aviation Mishap Notification/Investigation/Reporting Handbook.

A. Aircraft Accident/Incidents With Serious Potential. Reported immediately to National Transportation and Safety Board (NTSB) and OAS. Make required agency notifications outlined in unit Incident/Accident Response Plan. NTSB/OAS will conduct investigation/follow-up.

B. Aircraft Incidents. All mishaps/hazards other than described above. Document on "SAFECOM" (OAS-34, Exhibit 7). Send copies to OAS Safety and State

Aviation Manager. Follow-up/investigation by Field Aviation Manager is discretionary. Follow-up by State Aviation Manager may be requested.

.37 Aviation Training and Qualifications. All personnel engaged in aviation activities, from passengers to upper management, will meet training, recurrency and experience requirements commensurate with their assigned aviation responsibilities. (see OPM 97-4; NWCG 310-1; or Aviation Training & Qualifications Matrix, Exhibit 9)

A. Instruction. Aviation training will be conducted by personnel approved as Interagency Aviation Trainers, OAS Training Specialists or other approved aviation instructors. Basic and 200 Level aviation courses may be coordinated and presented at the field level. Higher level aviation training will be requested through the State Office, OAS or NIFC.

B. Documentation. All aviation training sessions presented at the local level will be documented on OAS-106 or similar form and retained in local files. Individual employee training, qualification and experience records (Exhibit 10) will be updated annually, authorized by the Agency Aviation Manager, retained in local files and copies.

.38 Aviation Reviews. Each Field Office Aviation Program will be reviewed/inspected at least once every two years by the Regional Aviation Manager or national/regional review teams. Facilities, staffing, aircraft dispatching, administrative and operational procedures will be analyzed for compliance with regulations and safety enhancement. Findings and recommendations will be reported to the Field Office Manager within three months of review.

.40 AVIATION FACILITIES

.41 Operational Bases. Heliports, retardant bases, airport facilities, etc. with permanent installations that are used on a continuous or seasonal basis as a BIA aircraft base of operation.

A. Construction and Maintenance. The size and extent of aviation installations will be commensurate with expected aircraft use at any given site. Design criteria will provide for operational safety as well as adequate work/rest/comfort environment for pilots, aircrew members and other assigned personnel

B. B. Safety. Aviation facilities must comply with safety regulations outlined in Deptartment/Bureau manuals, guides and handbooks as well as the Occupational Safety and Health Act (OSHA). Buildings, equipment, utilities and landing surfaces will be inspected by FO Aviation Mgrs annually to identify maintenance or safety deficiencies. Modifications and repairs will be made prior to the operational season. The Regional Aviation Manager will inspect aviation facilities at least once every two years.

.42 Temporary Bases. Helispots and remote airstrips used on a temporary or intermittent basis. Each site should be cataloged as to location, description, local hazards, use procedures/agreements, contacts, etc. Inspections and maintenance will be completed as necessary to meet safety standards.

.50 AVIATION ADMINISTRATION

.51 Aviation References. Each local Agency and Regional Office will maintain a *current* aviation reference library. At a minimum, each office should have:

Title 14 CFR

Departmental Manual, Parts 112, 350-354

OAS Operational Procedures Memoranda (OPMs)

FARs/Aeronautical Information Manual

OMB Circulars A-76, A-123, A-126

GSA FPMR 101-37

OAS, Bureau and Interagency Operational Guides

Unit Aviation Management/Operations Plans

Regional Aviation Management Plan

Aviation Training Materials

Aircraft Identification/Performance Publications

Aviation Technical Assistance Directory

CWN Helicopter/Airtanker/Retardant Contracts

OAS Source List

Unit Aviation Incident/Accident Response Plan

NOAA Sectional Charts

Unit Aerial Hazard Map

.52 Aviation Documentation. Aviation documentation requirements are described in the Aviation Documentation Matrix (Appendix B). The importance of accurate, comprehensive flight and administrative records cannot be overemphasized. All documentation should be *retained locally for at least two years*. Typical files include:

General Use Flights

SES Flights

Special Use Flights

Contract/BOA Administration Files

Aviation Training and Qualification Records

Aviation Statistical Records

Local Aerial Hazard/Helispot/Airstrip Database

Aviation Incident/Accident Files

Aviation Memo/Bulletin/Alert File

Assortment of Aviation Forms (OAS, etc.)